

Microsoft Home Use Program

The Microsoft Home Use Program (HUP) is eligible to all Army personnel. This includes, Active Duty, Reserve, Guard, and Civilians currently employed by the Army. Contractors ARE NOT eligible.

The Microsoft (MS) Home Use Program allows individuals to get a licensed copy of Microsoft Office desktop applications to install and use on a home computer. HUP is available to organizations that have a Microsoft "Volume License" agreement with Software Assurance.

The U.S. Army awarded a 6 - year Enterprise License Agreement (ELA) for Microsoft products to Softmart Government Services, Inc on 30 May 2003. The MS ELA established by the Army is a "Volume License" agreement with Software Assurance. As a "Volume License" owner, the Army is entitled to exercise the Home Use Program.

Eligibility

The Home Use Program shall continue for the term of the agreement and Army personnel may partake in this offering as long as they are employed by the Army and abide by the Home Use Rights End User License Agreement (EULA). The Army is not responsible for individual employee compliance. Those terms are between Microsoft and the employee. The Army will undertake reasonable efforts to ensure that employees are notified of the Microsoft provisions concerning the Home User Program. For additional information regarding the Home Use Program and the Home Use EULA, please see the following web site:

Microsoft HUP Page

http://www.microsoft.com/licensing/sa/benefits/home_use_rights.mspx

HUP EULA

http://download.microsoft.com/download/5/9/8/598d6a75-b06e-472f-9675-ca438ecd26aa/home_use_eula.pdf

Army employees taking advantage of this offering are responsible for paying for the administrative costs for obtaining the software and may use the software as desired. The employee can only obtain one version of the software at any given time. Eligible software may be found on the ASCP website. Please follow the directions below.:

- Go to <https://hup.microsoft.com/>
- Select the country to which you wish your order to be shipped to and choose the language for viewing the order web site.
- Enter your AKO email address and insert the following program code **0AB01F772D**. Note: this program code is assigned to our organization for our sole use in accessing this site. You may not share this number with anyone outside the Army. Once you have been verified as an eligible employee, you will receive an email confirmation.

- Follow the link contained in the email and proceed to the ordering site.
- Place your order on-line and it will be shipped to the location you have chosen. Please note that a fulfillment fee will be charged to cover packaging, shipping and handling costs. Reminder-fulfillment fee is the responsibility of the employee.